

## INSTRUCTIONS

**Prepare an Individual Vehicle Mileage and Fuel Report for each trip or day of activity.**

**Complete ALL information on report fully.**

### CARRIER INFORMATION

1. CARRIER'S NAME AND ADDRESS - Write the name and mailing address of the carrier.
2. DRIVER'S NAME - Write the name of the driver.
3. VEHICLE NUMBER - Write the vehicle number
4. ORIGIN - Write the location where vehicle movement began.
5. DESTINATION - Write the location where the trailer is fully unloaded or the final stop of the day.
6. INTERMEDIATE STOPS - Write in order of occurrence the location of ALL stops made between origin and destination.

### MILEAGE INFORMATION

7. DATE - Write the trip date.
8. STATE OR PROVINCE TRAVELED - Write in order of occurrence each state or province traveled during the trip.
9. HIGHWAYS USED - Write in order of occurrence highways traveled for EACH trip or day.
10. ODOMETER READING:
  - 10A. Beginning Odometer Reading - Write the odometer reading at the beginning of the trip/day.
  - 10B. Odometer Reading - Write the odometer reading in order of occurrence when leaving each state or province.
  - 10C. Ending Odometer Reading - Write the odometer reading at the end of the trip/day.
  - 10D. Total Miles - Write the total miles traveled during trip or day.

NOTE: To find total miles traveled, subtract beginning odometer reading from ending odometer reading.

11. STATE OR PROVINCE MILES - Write the total number of miles traveled in EACH state or province.

### FUEL INFORMATION

12. GALLONS RECEIVED:
  - 12A. Gallons Received - Write in order of occurrence the gallons of fuel received during trip or day. (Include fuel from company owned storage.)
  - 12B. Total Gallons - Write the total number of gallons received.

NOTE: Retain a receipt or vendor summary for each fuel purchase.

13. VENDOR'S NAME - Write the name of EACH vendor where fuel was received during trip or day.
14. CITY AND STATE - Write the city and state where the fuel was received.
15. MILES PER GALLON (MPG) - Write the total MPG received during the trip or day.

NOTE: To find the MPG, divide the Total Miles figure by the Total Gallons figure.

16. MILEAGE/FUEL SUMMARY - Write mileage and fuel totals next to the applicable state or province.

### MILEAGE AND FUEL SUMMARY

JURISDICTION	MILEAGE	GALS.	JURISDICTION	MILEAGE	GALS.	JURISDICTION	MILEAGE	GALS.
ALBERTA (AB)			MANITOBA (MB)			OHIO (OH)		
ALASKA (AK)			MARYLAND (MD)			OKLAHOMA (OK)		
ALABAMA (AL)			MAINE (ME)			ONTARIO (ON)		
ARKANSAS (AR)			MICHIGAN (MI)			OREGON (OR)		
ARIZONA (AZ)			MINNESOTA (MN)			PENNSYLVANIA (PA)		
BRIT. COLUMBIA (BC)			MISSOURI (MO)			PRINCE ED. IS. (PE)		
CALIFORNIA (CA)			MISSISSIPPI (MS)			QUEBEC (PQ)		
COLORADO (CO)			MONTANA (MT)			RHODE ISLAND (RI)		
CONNECTICUT (CT)			MEXICO (MX)			SOUTH CAROLINA (SC)		
DIST. COLUMBIA (DC)			NEW BRUNSWICK (NB)			SOUTH DAKOTA (SD)		
DELAWARE (DE)			NORTH CAROLINA (NC)			SASKATCHEWAN (SK)		
FLORIDA (FL)			NORTH DAKOTA (ND)			TENNESSEE (TN)		
GEORGIA (GA)			NEBRASKA (NE)			TEXAS (TX)		
IOWA (IA)			NEWFOUNDLAND (NF)			UTAH (UT)		
IDAHO (ID)			NEW HAMPSHIRE (NH)			VIRGINIA (VA)		
ILLINOIS (IL)			NEW JERSEY (NJ)			VERMONT (VT)		
INDIANA (IN)			NEW MEXICO (NM)			WASHINGTON (WA)		
KANSAS (KS)			NOVA SCOTIA (NS)			WISCONSIN (WI)		
KENTUCKY (KY)			NORTHWEST TERR. (NT)			WEST VIRGINIA (WV)		
LOUISIANA (LA)			NEVADA (NV)			WYOMING (WY)		
MASSACHUSETTS (MA)			NEW YORK (NY)					